

<p align="center">CM/ECF</p> <p align="center">User's Guide</p> <p align="center">Part 2</p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p>	Chapter
	Section

Creditor Maintenance**Enter Individual Creditors**

You can add individual creditors, one at a time, using this option.

STEP 1	Select Bankruptcy
STEP 2	Select Creditor Maintenance
STEP 3	Select Enter Individual Creditors
STEP 4	Enter Case Number

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Add Creditor(s)

Case 03-00045-lmj7 already contains creditors!

Case number 03-00045-lmj7 Allison Hanson and John Jefferson

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

STEP 5	Add creditor name and address
STEP 6	Select Continue to Enter to add more than one creditor
STEP 7	Select Last Entry when you have added all creditor(s)

ECF	Bankruptcy • Adversary • Query • Reports • Utilities • Logout	
Add Creditor(s)		
Total Creditors Entered 1		
<input type="button" value="Submit"/>		

STEP 8 Verify number of creditors added

ECF	Bankruptcy • Adversary • Query • Reports • Utilities • Logout	
Creditors Receipt		
Case Number	03-45	
Total Creditors Added to Database	1	
File A Proof Of Claim		
Return To Creditor Maintenance Menu		

STEP 9 Verification of creditor(s) added

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